

Organization for One-Name Studies...

by Dr. Penelope Christensen

The genealogist who undertakes
to collect all references to a certain
surname faces unique
logistical problems.



Will your
ancestors be
remembered?

This book will
teach you
techniques to
surmount these
obstacles and
have a well
organized
archive of data.

**HERITAGE
PRODUCTIONS**

BOOK 18

This publication, or any part of it, may not be reproduced in whole or in part without the prior written consent of Heritage Productions.

Please direct inquiries regarding orders, copyright or other matters to:

HERITAGE PRODUCTIONS

c/o Louise St Denis

30 Wellington Street East, Suite 2002

Toronto, Ontario, Canada M5E 1S3

Telephone: (416) 861-0165, Fax: (416) 861-1894

E-mail: requests@GenealogyStore.com

<http://www.genealogystore.com>

Printed in Canada

September, 2000

Author:

Dr. Penelope Christensen

Genealogist & Family Historian

32251 Silverfox Terrace

Mission, British Columbia, Canada V2V 6M8

Telephone: (604) 820-1113

E-mail: penelope_christensen@bc.sympatico.ca

Organization for One-Name Studies...

ISBN: 1-894018-34-6

Copyright © 2000 Dr. Penelope Christensen

TABLE OF CONTENTS

ORGANIZATION FOR ONE-NAME

STUDIES	6
Let's Get Organized	7
How Do I Prove It?	8
Organization for the Professional Researcher	8
Organizing a Genealogical Library for Public Use	8

ORGANIZATION FOR ONE NAME

STUDIES	10
<i>CHART 1: One-Name Studies in Progress</i>	10
<i>CHART 2: Status of One-Name Studies</i>	11
SELECTING A SURNAME TO STUDY	12
RESEARCHER FILES	13
<i>CHART 3: Dartnell Researchers</i>	13
WHAT SOURCES TO COLLECT	13
SET OF BINDERS FOR A ONE-NAME STUDY	15
<i>CHART 4: Miscellaneous Binder</i>	
<i>Categories for One-Name Studies</i>	17
WHERE TO FIND PRIMARY SOURCES	21
<i>CHART 5: Available Main Primary Source</i>	
<i>Material for England</i>	21
<i>CHART 6: Where to Find the Five Main</i>	
<i>Primary Sources</i>	22
Acquiring the Data Base	23
Effective Use of Films on Short-term Loan at	
Family History Center	24
<i>CHART 7: Ancestral Areas of Studies</i>	24
<i>CHART 8: Choice of Records to Read</i>	25
<i>CHART 9: Efficient Use of Films</i>	25

RECORDING & FILING FROM INDEXES AND ORIGINAL SOURCES	27
Recording & Filing Civil Registration	27
<i>Indexes of Civil Registration</i>	28
<i>CHART 10: Dartnell Births in England & Wales 1837-1911 by year</i>	29
<i>CHART 11: Dartnell Marriages in England & Wales 1837 - 1911 by first name</i>	30
<i>Originals of Civil Registration</i>	31
Recording & Filing Census	31
<i>Indexes of Census</i>	32
<i>Originals of Census</i>	33
The Census Running Log	34
<i>CHART 12: A Census Running Log</i>	35
Recording & Filing Parish Registers	36
<i>Indexes of Parish Registers</i>	36
<i>Originals of Parish Registers</i>	38
<i>CHART 13: Format for Parish Register Transcript</i>	39
Recording & Filing Probate	41
<i>Indexes of Probate</i>	41
<i>CHART 14: England & Wales Dartnell Wills & Administrations 1858 - 1998</i>	42
<i>Originals of Probate</i>	43
<i>CHART 15: Probate Collection for Dartnell Family</i>	43
Recording & Filing Other Sources	44
<i>CHART: 16 Summary of my Total Filing System for One-Name Studies</i>	44
OBTAINING COPIES	45
<i>LDS Request for Photocopies Form (see charts 17-22)</i>	46

CENSUS RECORDS, BOOKS, MICROFILM OR MICROFICHE FORM	49
<i>CHART: 17 How to Fill out Photocopy Requests for Books</i>	50
<i>CHART: 18 How To Fill Out Photocopy Requests for Census</i>	50
<i>General Microfilm and Microfiche</i>	52
<i>CHART: 19 How to Fill Out Photocopy Requests for Civil Registration</i>	52
<i>CHART: 20 How to Fill Out Photocopy Requests for Parish Registers</i>	53
<i>CHART: 21 How to Fill Out Photocopy Requests for Probates</i>	54
<i>CHART: 22 How to Fill Out Photocopy Requests from Huge Fiche Sets</i>	55
IGI & SOURCES FORM	55
SYNTHESIZING RESULTS	57
Card indexes	57
<i>CHART: 23 Index Card Notation System</i>	57
<i>Disadvantages of Card Indexes</i>	58
Computer Pedigrees	58
Ancestor Notes	59
<i>CHART: 24 Types of Charts Used to Summarize Genealogical Data</i>	60
<i>CHART: 25 PAF Notes for Albert James Jupp</i>	61
Concept of Tree Heads	64
Acquisition of Computer	65
DISSEMINATING RESULTS	67
Other Researchers	67
Dealing with Enquiries	67

<i>CHART: 26 One-Name Study Letters & Information Sheets</i>	67
<i>CHART: 27 Aims of the ONS Archives & Origin of the Surname Dartnell Archives</i>	68
<i>CHART: 28 Status of the Record Collection</i>	70
<i>CHART: 29 Welcome Letter for New Enquiries</i>	72
<i>CHART: 30 Letter of Introduction to Someone I find on a List</i>	74
<i>CHART: 31 My Own Descent From This Surname</i>	76
ADVERTISING YOUR ONE-NAME STUDY AND FINDING OTHER RESEARCHERS	77
DISPOSAL OF YOUR ONE NAME RESEARCH	79
REFERENCE MATERIALS	81
APPENDIX NUMBERS 1-1000 SHEET	83
INDEX	84

ORGANIZATION FOR ONE-NAME STUDIES

The specific needs of the One-Namer discussed in this volume include:

- Selecting a surname
- Finding & keeping track of fellow researchers
- Organizing a set of binders for primary and secondary sources
- Where to find the sources
- Recording from indexes and original sources
- Filing systems for large amounts of data
- Acquiring copies inexpensively
- Methods for synthesis of the results
- Disseminating the results
- Final disposal of your research

Much food for thought is included here from the experience gained from five One-Name Studies, the largest comprising about 35,000 individuals.

Family historians having large numbers of people to deal with will find this a very useful book for them as well.

Valuable basic material is found in the author's *Let's Get Organized* which also includes blank charts, abbreviations, and references which are not repeated here. The one-name student would be well advised to become familiar with its contents as a preparation for the present volume.

• Let's Get Organized

The fundamentals of organizing a genealogical investigation are dealt with as *The 6 Steps to Success*. I start with goal setting and look at the different kinds of genealogical evidence. I discuss how to store and file these items in a manner that they can be easily retrieved.

I deal with how to organize supplies, reference materials, and even ideas, and how to efficiently contribute to and make use of Family History Societies and retrieve information from their journals. There is a section on how to plan a trip to a library or archives, and how to make efficient use of your time whilst there. The recording of data is discussed, as well as correct documentation. The final step is the presentation and preservation of your research and here we look at the standard methods for synthesis of data, and different possibilities for presentation.

There are three other companion volumes:

• How Do I Prove It?

This practical manual for family historians demystifies the requirements necessary for establishing a pedigree. There are sections on the meaning of proof, analyzing your assumptions, the value of previous research, use of primary and secondary sources, problems of illegitimacy, the importance of 'killing them off', name changes, negative proof, preponderance of evidence, and the use and abuse of indexes.

- **Organization for the Professional Researcher**

The specific needs of the professional include acquiring qualifications, organizing an office, advertising, building a resource library, organizing teaching responsibilities as well as client work and accounts, and techniques for maximizing productivity. These are all addressed from my experience over many years in the field.

- **Organizing a Genealogical Library for Public Use**

Organizing a genealogical library for public use is not for the faint-hearted! The author has been involved in serving patrons, teaching staff, organizing, and setting up new LDS Family History Centers for well over 20 years. Here is my philosophy of organization for maximum patron benefit.

The author has a Ph.D. in taxonomy, the science of classification and organization, and has been organizing genealogical projects since 1959 as an amateur, a One-Name student, a professional researcher, a popular teacher and lecturer and as a staff trainer at Family History Centers. This wealth of experience is brought to this volume of practical ideas based on sound scientific principles as well as plain common sense.

Dr. Penelope Christensen

ORGANIZATION FOR ONE NAME STUDIES

The author has over 10 years experience with five different One-Name Studies of varying sizes. The brief statistics shown in charts 1 and 2 will indicate the magnitude of my studies (and problems!)

All of the systems discussed here are in use and have resulted from much trial and error. Other researchers may as well benefit from my discoveries.

I use the Personal Ancestral File genealogy software and I refer to it here as PAF.

CHART 1: ONE-NAME STUDIES IN PROGRESS

SURNAME	SPELLINGS	# ON 1881 BRITISH CENSUS	GRO BIRTHS 1881-1899	ESTIMATED TOTAL NUMBER OF PEOPLE
Brickett	20	104	73	1,850
Chowings	65	122	85	2,150
Dartnell	148	731	608	14,000
Dashwood	5	379	241	6,400
Jupp	17	still counting!	1,477	35,000

CHART: 2

STATUS OF ONE-NAME STUDIES

SURNAME	ENGLISH INDEX DATA GATHERED				ENTERED ON PAF
	CIVIL REGISTRATION 1881 CENSUS PARISH REGISTERS PROBATE				
BRICKETT	1837– 1997	Yes	Few	1858 – 1997	None
CHOWINGS	1837– 1997	Yes	Some	1858 – 1997	Some
DARTNELL	1837– 1997	Yes	Many	1858 – 1997	All
DASHWOOD	1837– 1997	Yes	Some	1858 – 1997	Most
JUPP	1837– 1960	Most	Some	1858 – 1953	None

SELECTING A SURNAME TO STUDY

Most people become interested in compiling a One-Name Study because they have an unusual (ancestral) surname. However, as in any family history endeavour, the choice is entirely personal and the variations in type of study are as individual as the researchers involved.

The object of the study may or may not be clearly defined at the start, and usually metamorphoses with time. There seems to be a general desire to trace families back as far as possible and to attempt to link all of the far-flung branches. Some researchers limit themselves to one or more countries, whereas others try to link all members worldwide.

Before starting, it is sensible to check with G.O.O.N.S. (The Guild of One-Name Studies), The Family Registry at any Family History Center, and Family History Societies in the ancestral area to see if someone is already attempting the same thing. You might as well share the work and the results!

RESEARCHER FILES

You'll need to find and keep in contact with umpteen cousins. Have an alphabetical series of file folders with correspondence from each researcher encountered in your study. Note on their letters what photocopies, certificates, transcripts and donations they have sent you and file these in the appropriate file with a notation on the back of each as to its provenance. Keep copies of letters to them stating what you are sending them.

On the front of each folder I list the researcher's Record Identification Number (RIN) number and the name and RIN number of his tree head. It is thus simple to pick out the files of those descended from a common ancestor. A list labelled *Researchers* (see chart 3) is kept in the *Miscellaneous Binder* (see chart 4) and provides a link to common tree heads, thus it can be sent out to interested parties.

CHART 3: DARTNELL RESEARCHERS

NAME & RIN	ADDRESS	TREE HEAD & RIN
Miss A 10933	Hants, England	Roger 10951
Mrs. B 5732	Mddx, England	Richard 2419
Dr. C 9738	Misslon, British Columbia, Canada	Richard 2419
Mr. D. 10999	California, USA	George 1452
Mr. D. 10985	New Hampshire, USA	Benjamin 8768

WHAT SOURCES TO COLLECT

A prime requisite for any One-Name Study is a comprehensive database from the five main primary sources:

- ✓ family sources
- ✓ civil registration
- ✓ census
- ✓ parish registers
- ✓ probate

This is because they are the most reliable and, with the exception of probate, they apply to everyone. There is an extensive discussion of Primary and Secondary Sources in the author's companion volume *Let's Get Organized*.

The One-Namer will be eager to acquire anything else pertaining to the chosen surname. These all have to be kept as databases whether as handwritten sheets or in computer with a hard copy printout.

Always add new material to your databases first, before you attempt to add it into individual files. Then you will know that you have a complete set of records for future consultation. Occasionally you will have to reconstruct a pedigree line from scratch and it is essential to have the raw data from which to start. For examples of this please see the author's companion volume *How Do I Prove It?*

SET OF BINDERS FOR A ONE-NAME STUDY

I should emphasize the importance of keeping One-Name material separate from personal and professional papers for the sake of your executors and thus the preservation and continuity of your study by the next generation of researchers.

All data must be filed in a system that permits it to be easily found. Binders are better for this purpose than file folders, as the contents of the latter tend to get out of order. For each One-Name Study I suggest four binders for primary sources, each sub-divided by country as necessary, and a *Miscellaneous Binder*, subdivided into topics:

- ✓ **Civil registration** lists from indexes of births, marriages and deaths.
- ✓ **Census** transcripts.
- ✓ **Parish Register** transcripts.
- ✓ **Probate** lists from indexes.
- ✓ **Miscellaneous** materials, including family sources, divided into topical sections (see chart 4.)

It is far more efficient to set up a complete system of topics at the beginning rather than to keep shifting up the index tabs each time you add another section. I file the originals here unless stated otherwise.

Each item would be incorporated into each person's PAF notes as well and this takes considerable time.

Once the complete collection has been entered on PAF then new items go into the One-Name Study File near your desk for entering on computer database *then individual charts*, before they are added to the collection. Items already entered are easily identified by the pencilled Record Identification Number (RIN) number I place next to each entry on the transcript or on the back of each document.

For one of my studies there are published biographies and these are kept on the same shelves as the relevant One-Name Study binders.

Chart 4 shows the topics I use, but they are not all relevant for every family, for example Boyd's Marriage Index is only applicable to English families. Neither is it exhaustive; your family may need others, for example Scottish families may want a special section for Old Parochial Registers (OPR) Index printouts, and my Dashwood study has special sections for the two baronetcies and for the catalogue of Dashwood material at the Bodleian Library in Oxford.

CHART 4: MISCELLANEOUS BINDER CATEGORIES FOR ONE-NAME STUDIES

HEADING	CONTENTS	NOTES
Alumnae	Of universities and schools	
Ancestral File	Alphabetical listing	GEDCOM details into PAF Submitters into Researchers List
Apprenticeships	From indexes and originals	
Archives Masters	Letters to new researchers Aims of archives Status of record collection	I call my collections, THE DARTNELL ARCHIVES, THE JUPP ARCHIVES etc
Articles	From newspapers, books, magazines, FHS journals etc	
Bibles	Family bible entry copies	
Biographies	From biographical dictionaries and any other source	
Boyd's Marriage Index	Transcript from all 17 sections	Each item into Parish Register Listing
Burials	Transcripts listed by county, Funeral home records, Cemetery records	Each item into Parish Register Listing Copies filed separately as Burials

HEADING	CONTENTS	NOTES
CD ROMs	Printouts from the LDS Family History Resource Files	
Heraldry	Arms and crests associated with various family members	
Homes	Ancestral homes and villages, plus information on relevant neighbours	
IGI	Printouts from Main (1992) and Addendum (1997) for all countries Copies of patron entry forms	
Indexes Other	Information from any other index	
Letters	Those not filed in your own personal family files	Inclusions with letters filed in their respective sections with notation on provenance
Marriage Indexes	Transcripts listed by county	Each item into Parish Register Listing
Marriage Licences	Index transcripts	Copies filed with Marriage Certificates
M.I.s	Monumental Inscriptions from any source, by county	

HEADING	CONTENTS	NOTES
Miscellaneous Items	Anything not big enough to have its own category	
Name	Derivation, distribution, spelling variations, + misc e.g. author pseudonyms	
Obituaries	From any source	
Occupations	Occupational Records not covered under professions or the services	
P.R. Misc	Parish Register Miscellaneous entries e.g. churchwarden names, lists of people on parish perambulations etc	
Pedigrees & Family Trees	Includes peers, baronets, landed gentry, heraldic visitations, and from internet & correspondents etc	
Phone Books	By country & county	
Places	Villages, streets and buildings with The Name	
Poor Law	Poor Law & Parish Chest material by county	

HEADING	CONTENTS	NOTES
Portraits	Copies of paintings, photos and drawings of people	
Professions	Law, church, medical etc	
Researchers	Alpha list of researchers with dates and places of interest Descent Chart for each researcher from The Name	When on PAF these can be indexed by Tree Head
Services	Armed Forces, Militia, Police, Customs, Merchant Marine, etc.	
Signatures	From any source	
Strays	From FHS Strays lists	
Tax Lists	All kinds of tax lists	
Voters Lists	Electoral lists & Poll books	

WHERE TO FIND PRIMARY SOURCES

Your aim should be to include all of the available index information as well as a growing collection of transcripts and photocopies of the originals as appropriate. What is available will depend upon the country in which you are researching. As an example, chart 5 shows what is available for England.

CHART: 5 AVAILABLE MAIN PRIMARY SOURCE MATERIAL FOR ENGLAND

SOURCE	INDEXES	ORIGINALS
Family Sources	Almost none	Variable with family
Civil Registration	1837 - date	1837 - date
Census	1851, 1881, some others	1841, 1851, 1861, 1871, 1881, 1891
Parish Registers	IGI, Boyd's, County C, M and B indexes etc	1538 - date
Probate	Early - 1858 about 300 courts 1858 - date 1 consolidated index	Early - date

Jurisdictions vary widely; a simplified guide to indicate the general availability of the five main primary sources is shown in chart 6. Primary sources and indexes to them are a priority for LDS microfilming thus much is

available through them (see chart 6). The One-Namer should utilize these resources to the fullest; this can be done inexpensively as shown below.

CHART 6: WHERE TO FIND THE FIVE MAIN PRIMARY SOURCES

SOURCE	INDEXES		ORIGINALS	
	ARCHIVES ETC FHC		ARCHIVES ETC FHC	
Family Sources	None	-	Ask EVERY living relative, also close friends for memories, pictures, documents and archaeological items	-
Civil Registration Modern Historic	Government Dept Archives, FHS, libraries	+ +	Government Dept Archives	- +
Census	FHS, Archives, libraries	+	Archives	+
Parish Registers	FHS, Archives	+	Archives, recent ones at church	+
Probate Modern Historic	Government Dept, FHS Archives, FHS	+ +	Govt Dept Archives	+ +

Availability at Family History Center is indicated by:
+ Maybe - No

Acquiring the Data Base

In order to acquire a significant and sufficient database for the One-Name Study, the researcher has to employ several techniques:

- ✓ Previous personal research efforts
- ✓ Personal systematic searches of indexes of especially the four main primary sources
- ✓ Co-operation from fellow enthusiasts able to transcribe indexes
- ✓ Paid transcriptions for hard-to-reach items
- ✓ Gleanings of individual items from Family History Societies' journals, Internet and other reading
- ✓ Swapping of data with researchers running other One-Name Studies or with other family historians
- ✓ Acquisition of information and photocopies from fellow researchers and enquirers
- ✓ Systematic personal survey of censuses and parish registers from the pertinent geographic home area
- ✓ Systematic gathering of will copies

Each One-Namer should devise a plan for acquiring the basic information for his study utilizing whichever of the above strategies are appropriate for his location and needs. Concentrate first on acquiring the indexes to the four main primary sources. Other material will flow in at the same time, and if your filing system is in place then it can be rapidly filed.

You will never complete all possible indexes, but once the four main primary source ones are done then you can devote energy to transcribing original records. If

you live in the ancestral area access to the records will not be a problem as you will be reasonably close to the appropriate archives.

However, most One-Namers are not so conveniently located and will be using the facilities of one of the 3,400 Family History Centers around the world. An important strategy is to learn how to do this inexpensively by making efficient and effective use of films other people order in.

Effective Use of Films on Short-term Loan at Family History Center

First you need to define the geographical area of relevance to your One-Name Study. Then decide what sources are your priorities.

For example, I have 5 studies whose major ancestral stomping grounds are outlined in chart 7.

CHART 7: ANCESTRAL AREAS OF STUDIES

Availability at Family History Centers is indicated by:

SURNAME	LOCATION
BRICKETT & variants	Herts, London, Surrey
CHOWINGS & variants	West Central Devon
DARTNELL & variants	Kent, Surrey, London
DASHWOOD	All over the place
JUPP & variants	Sussex, Surrey, Hants, Wilts, London

A number of these areas overlap, and I have chosen to concentrate first on the areas and sources shown in chart 8. I note all of these that come into either of the two Family History Centers that I use, check at home to see if I have read them, then study them as needed.

CHART 8: CHOICE OF RECORDS TO READ

AREAS CHOSEN	SOURCES CHOSEN
Kent, London, Surrey, Sussex, and West Central Devon	All censuses 1841-1871, and 1891 All parish registers of any date

To make the most use of other people's films brought into a Family History Center it is essential to know how certain types of records are arranged on LDS films for your particular area. Chart 9 shows this for the commonest British primary source film loans

CHART 9: EFFICIENT USE OF FILMS

Source	Arrangement on an LDS Film	How to Use Efficiently
Census - Scotland and 1841 England & Wales	Alphabetical by parish	May also have parishes starting with surrounding letters
Census - England & Wales 1851-81	By contiguous areas	Nearby parishes may be present
Parish registers, BTs and other transcripts	Alphabetical within a diocese	May also have parishes from that diocese starting with surrounding letters

Most Family History Centers have a list for patron use of the films in on short-term loan. This may be called the *Flip Chart*, a term dating back to the spiral-bound books provided to the first Family History Centers (FHC) for keeping this list.

Each time you are there, and preferably weekly as a new crop will come in every week, take note of the film number and due date for any films of possible use. Then look up (and perhaps print off) the details on the Family History Library Catalogue (FHLC) at the FHC, or to save valuable FHC time, at home on the Internet LDS Site (www.familysearch.org) FHLC under *Film/Fiche Search*.

You will then know the exact parishes and dates on each film and can decide whether you want to read it next time you are there. I write film number, due date and brief details on a slip of paper similar in size to an order form, and keep these in due date order with my own orders in a pocket in my work book.

For further details on how to efficiently organize such a workbook, please see the author's companion volume *Let's Get Organized*. Use of Family History Center facilities is amply detailed in my book *Research at the Family History Center*.

Tremendous savings in film loan costs can be achieved by using what is already at your FHC. I get a lot of my best stuff off of other people's films!

RECORDING & FILING FROM INDEXES AND ORIGINAL SOURCES

You need to have a *transcription form for indexes* and a *tracking form* to know which ones you have searched. Ideally the transcriptions will be transferred to a computer (proofread and the hard copy checked back against your original transcription), in a tabular format conducive to sorting in several ways e.g. by date, name, and place.

Making *transcripts of original documents* is the economical way to proceed with a large study and these need to be filed in a logical manner. However you will acquire a number of photocopies, and even actual *originals*, and you will need a filing system for them as well.

Never throw out your first handwritten transcription forms. Every transcriber makes errors, even with the best of checking, and you will have occasion to refer back to them in problem cases. Just keep a separate file folder for 'Births - First Transcripts', etc.

Specific recommendations for recording and filing different sources follow.

Recording & Filing Civil Registration Indexes of Civil Registration

Index transcription and tracking forms for England & Wales, Scotland and Ireland will be found at the back of the companion volumes on these countries from *Heritage Productions*. Chart 10 is an example of the finished output for Births sorted by date (then place), and Chart 11 for Marriages sorted by first name (then date). I also sort by Registration District which is most helpful in recognizing families.

Most One-Namers are content with listing the information from the indexes, but I also add further identifying information:

- ✓ *Births*
Date of birth or christening, Parish, and Parents
- ✓ *Marriages*
Date, Spouse, and Parish
- ✓ *Deaths*
Date of death or burial, Marital status, and Date of probate.
- ✓ *RIN*
Record Identification Number of the individual on my PAF genealogy programme.

Provision should also be made for collecting and filing any miscellaneous civil registrations, for example armed forces and consular records, late registrations, and those for other countries.

CHART 10: DARTNELL BIRTHS IN ENGLAND & WALES 1837-1911 by year

INFORMATION FROM G.R.O. INFORMATION FROM OTHER SOURCES

RIN	First Name	Year	Q'r	Place	Ref	Date	Parish	Parents
1	Bartholomew DARTNELL	1837	3Q	St. Giles & St. George	1-34			
2	Jane DURTNALL	1837	4Q	Dover	5-96	c.7 Jan'38	St. James Apostle, Dover	-/Betsy
3	Joseph Benjamin DARTNELL	1837	4Q	Lambeth	4-216			
4	male DARTNELL	1837	4Q	St. Mary Mag. Bermondsey	4-12			
5	William DUTNELL *	1837	4Q	Walsall	17-20 0	c.29 Oct'37	St. Mathew, Walsall	William/ Maria
6	Elizabeth Ann DURTNALL	1838	1Q	West Ashford	5-11			William/ Susanna
7	Elizabeth DARTNELL	1838	1Q	White- chapel	2-417	c.11 Mar'38	St. Mary White- chapel	William/ Elizabeth
8	Mercy DUTNALL	1838	2Q	Dartford	5-108			
10	female DUTNALL	1838	2Q	Hoo	5-255			?John/ Charlotte

CHART: 11
DARTNELL MARRIAGES IN
ENGLAND & WALES 1837 - 1911
by first name

INFORMATION FROM G.R.O. INFORMATION
FROM OTHER SOURCES

RIN	First Name	Year	Q'r	Place	Ref	Date	Spouse	Place
937	Ada Daisy (Caroline) DARTNALL	1895	4Q	Romford	4a- 542			
727	Ada DARTNELL	1889	3Q	Hackney	1b- 707			
901	Ada DARTNELL *	1898	3Q	Northamp- ton	3b- 119	28 Aug '98	William BENNETT	St. Lawrence, Northamp- ton
702	Ada Elizabeth DARTNALL *	1892	1Q	Islington	1b- 264	15 Feb '92	Henry MIDDLETON	St. Thomas, Islington
764	Ada Hope DURNALL	1892	3Q	Woolwich	1d- 2002			
1075	Ada Jane DARTNALL	1900	1Q	Sevenoaks	2a- 916			
1258	Adelaide DARTNALL	1902	4Q	Malling	2a- 1459			
1333	Agnes Mary DARTNALL	1909	2Q	West Ham	4a- 628			
633	Albert DARTNELL	1910	3Q	Farnham	2a- 321		Margaret	
855	Albert Alexander DARTNALL	1894	3Q	West Ham	4a- 389		Eliza Annie	

Originals of Civil Registration

When I get a copy of the original I put a star * on the index transcript (see Charts 10-11), enter the details in the individual's record, and file the certificate by first name, then date order, in file folders labelled *Dartnell Birth Certificates*, *Dartnell Marriage Certificates*, and *Dartnell Death Certificates*.

In filing, I ignore spelling variations in the surname, treating them all as one spelling. I put all certificates alphabetically by first name, regardless of country of origin.

Recording & Filing Census

Begin by understanding the record numbering system used for the census of the country you are working in. I will assume that you are collecting *all* census sightings, and these may be arranged strictly by number, or first by major geographical area and then by number.

Always use an appropriate census transcription form; ones for use in England & Wales, Scotland, and Ireland may be found in the author's companion Heritage Productions volumes. Ones for other countries may be purchased at your Family History Center (USA and Canada), Family History Societies or genealogical supply houses.

Keep track of which ones you have read by creating a *Census Number Sheet*, (you can use the *Numbers 1-1000* sheet in the Appendix), with spaces to check or

highlight as you do each one, or regularly update a computer list of ones read.

Another nifty idea is to photocopy a county map showing the parishes, one copy for each census year. Then highlight in yellow those parishes searched, and in orange those parishes where your name was present. In addition to knowing which parishes you have searched, you will then have a pictorial record of the distribution of your family on each census and their movement throughout the county. This method helps to plan further research by identifying nearby parishes which may be fruitful for census or parish register searches.

Indexes of Census

If nominal (surname or first name) indexes are available for your area then use them to speed your work. For the U.K., the 1881 has been completely indexed with all details by country and county. I use a regular census transcription form for these families (from the *As Enumerated* section of-course), giving the heading *1881 Index* so that it is clear that the information was derived from the secondary source. A separate set of transcriptions from originals, where seen, can be made.

The 1851 is available in a similar format for only three counties, Devon, Norfolk and Warwickshire. However, it is almost completed on a smaller area basis by the Family History Societies, but the details given are sometimes limited to surname and folio number, whilst other compilers have included first names, ages and birthplaces. I have found it more economical to use

ordinary 8½ x 11" notepaper for these entries rather than transcription forms.

Index entries should be filed separately from transcripts of the actual census returns. I find it convenient to file census index material first by county, then by Piece Number. This is because in Britain the indexes have been created mainly on a county basis.

A photocopy of the page from the original return may be obtained from the Family History Library in Salt Lake City for 25¢ U.S. when you use the *Request for Photocopies* form (31768) obtainable from your FHC (see Chart 18). You need to supply the Genealogical Society of Utah (GSU) film number (from the FHC) and the piece and folio number (given on your index). This is far cheaper and quicker than ordering in films and making your own copies.

[GSU is the arm of the LDS church that carries out microfilming.]

Originals of Census

For searching and correctly transcribing from original census returns please refer to the extensive notes in the author's *Let's Get Organized*.

In addition to the *Transcript*, which is the detailed recording of who you found, it is necessary to keep a *Running Log* which keeps track of where you are (Piece and folio numbers.) A description of this follows:

The Census Running Log

When reading a census film start by heading your notebook page with:

- Today's date
- Film number
- Geographical area
- Census date
- Who you are looking for

Then write the first Piece (or other identification) Number followed by the successive Enumeration District Numbers and the parish names as you proceed through the film, as in Chart 12. A tick (check mark) can be used for successive Enumeration Districts covering the same parish. In this way when you do find someone of interest you will know exactly where you are and be able to document it properly.

When you have to stop work do two things: firstly note at which folio number you stopped (f.5v in the example below), secondly put a small slip of paper in the film as you rewind it, projecting slightly so that next visit you can quickly find roughly where you left off.

When an interesting entry is found, record it on that family's transcription sheet. At the end of the film make a note on the Running Log of which families were found as, for example *See JUPP* below. If you only read part of the film, be sure to note this at the bottom of your Running Log for future reference.

CHART 12: A CENSUS RUNNING LOG

Film 1,341,248		1881 Sussex
Read 19 Dec 1994		
Searching for all DARTNELL and JUPP variants, plus any George SMITHs		
(Piece)	(Enumeration Districts)	
RG11/1045	ED 1 Ticehurst, 2√, 3√, 4√, 5√, 6√, 7 Burwash, 8√, 9√, 10√, 11√	
RG11/1046	ED 1 Salehurst [<i>start at f.5v</i>], 2√, 3√, 4√, 5√, 6 Etchingham, 7√, 8√, 9 Bodiam	
RG11/1047	ED 1 Wadhurst, 2√, 3√, 4√, 5√, 6√	
RG11/1048	ED 7√, 8√, 9√, 10 Lamberhurst, 11√, 12√, 13√	
RG11/1049	ED 1 Frant, 2√, 3√, 4√, 5√, 6√, 7√, 8√, 9√	
See JUPP		

At home these Running Logs may be taped on to 8½ x 11" pages (I use recycled coloured paper) by Film Number [or Piece Number, but choose one method, don't mix them!] This then gives you a complete record of which parishes you read on which films, together with what families you searched for and found on them. It is best NOT to recopy, mainly because errors are introduced, but also to save time.

I prefer to *file these Running Logs by Film Number* as it is then easier to check whether I have read a certain film that another patron has brought in to the Family History Center.

For the actual census return transcript forms together with photocopies of the actual returns I find it best to *file by Census Year and then by Piece Number*. Then you can quickly flip through the file to see if you have searched a certain Piece number. Film numbers do not always follow the same sequence as the Piece numbers.

My experience has shown that filing census transcripts by film number is not a successful method, for several reasons, one being that indexes are done by piece number and you need to be able to verify whether you have searched any particular one.

File folders eventually become unwieldy for the large stacks of census transcripts that I refer to frequently, and I now have mine in 3-ring binders (holes at bottom of pages) and this is much easier to use.

Naturally, your aim will be to add each census year's information to each person's file (or notes on your computer programme), but keep your transcription forms filed as well.

Recording & Filing Parish Registers Indexes of Parish Registers

One should have a complete printout from the IGI Main (or 1992 fiche containing 187 million entries) and Addendum (1997 containing another 113 million entries) for all spelling variations of your name from all countries that you are interested in. Don't forget the *Country Unknown* and *State/Province/County-Unknown*

sections of the fiche edition, these are integrated into the Family History Center computer and Internet editions.

The International Genealogical Index (IGI) is also on the www.familysearch.org web site but it is far easier to download everyone of a particular surname from the CD version. On the Internet version it states that there are approximately 600 million entries. They are both the same edition but I am advised that they are counted differently on the Internet. It only appears to be twice as many. For further details see the author's 2000 edition of *Research at the Family History Center*.

Many years ago one used scissors and glue to do parish lists and family reconstructions on the tiny strips from the horrible-smelling wet process prints. Nowadays there are many software programmes that will manipulate downloaded IGI data into formats usable for different purposes. A parish-by-parish listing is probably the most practical, in addition to the original IGI alphabetical format.

For Scotland one needs a printout from the Scottish Church Records on computer. Its precursor, the Old Parochial Registers (OPR) index on fiche, only has Presbyterian records and the surnames are not grouped so conveniently.

For English families it is wise to acquire transcripts from the 1st (15 counties), 2nd and 3rd Series of Boyd's Marriage Indexes as well as the London Burials and these are available on fiche through any FHC.

The LDS church is now selling CD ROM Vital Record databases to the public. These are important and vast storehouses of well-extracted material from parish registers, civil registration and other sources. Extracts for your family should be a part of your resource base.

There are hundreds of other indexes of parish registers and the One-Name student will naturally want to find those most relevant to his study. I have found that in a One-Name Study the best way to have these easily accessible is to incorporate them into my Original Parish Register listings, carefully indicating their source, of-course. The first transcript I put into my Miscellaneous Binder.

Originals of Parish Registers

I keep a binder with a county by county, complete transcript of parish registers (and indexes) read, in the format shown in chart 13.

CHART 13: FORMAT FOR PARISH REGISTER TRANSCRIPT

BRECHLEY

Film 992,457

P.R.s

[I still need C < 1858, B < 1812]

**C 1858 - 1875, Banns 1754 - 1812, M 1754 - 1875,
B 1813 - 1875**

CHRISTENINGS

1861 16 Jun William Gaven s/o Mary DARTNALL of
Brechley, no occupation
1873 21 Oct Edward Henry s/o Edward & Hannah
DARTNELL of Brechley, labourer

BANNS

1791 23, 30 Oct, 6 Nov
John FOWLE + Mary DARTNELL botp
1792 28 Oct, 4, 11 Nov
John DUTNAL + Elizabeth AVARD botp

MARRIAGES

1792 4 Sep John FOWLE otp bachelor + Mary
DARTNELL otp spinster by banns, both
signed. Wits: Samuel Gaskin, John Twort
(common witness)
1792 29 Nov James DARTNALL otp bachelor + Elizabeth
MERCER otp spinster by licence, both signed.
Wits: William Mercer, Ann Latter X.

BURIALS

1820 20 Jul William DARTNELL of Brechley, age 53 [1767]
1822 22 Aug David DARTNELL of Brechley, age 16 [1806]

As I acquire new transcripts, (including negative searches), from my own or others' efforts the originals are immediately hole-punched and inserted in alphabetical order in the right county section of the One-Name Parish Register binder. Once in a while I go

through and type up a neat copy, carefully proofread and then keep this in the binder. I put the first transcript alphabetically by parish in my general county parish register file, which contains readings from my own family work as well. Eventually all first transcripts for all my different names end up in the general county Parish Register file for use if a query occurs about my copied transcripts [all humans make errors!]

At the front of each county in my One Name Parish Register Binder I keep one or more county maps showing all the parishes. I can illustrate more detail by doing a map for each century, or perhaps more pragmatically, for each parish register time period which for England are conveniently:

- Pre-Commonwealth (about 1640)
- Commonwealth to 1812
- 1812 - 1837
- 1837 - 1900
- Post 1900

These are highlighted as before to show the status of my collection of entries as well as the distribution of the name in the county. Parishes which have been read are coloured yellow and those where the name occurs are orange. For the latter the whole parish is coloured where several entries occur, but just has a dot where only male marriages occur (this not being an ancestral family parish, as marriages usually took place in the wife's parish.)

I check to find what parish registers are in at my local FHC and wherever else I travel, note down interesting-looking ones and their due dates and then check at home to see what I still need, putting them on my *To Do* list.

Photocopies of Originals are filed by first name, then date order, in file folders labelled *Dartnell Christenings*, *Dartnell Marriages*, and *Dartnell Burials*. In filing I ignore spelling variations in the surname, treating them all as one spelling. This is just as well with this one as there are over 150 spellings and I keep finding more!

Recording & Filing Probate Indexes of Probate

The One-Namer should firstly acquire a listing of all of the modern wills & admons, for example in England & Wales this would be from the indexes formerly at Somerset House from 1858 to date. My list appears as in Chart 14. The LDS film number is listed so that copies can be obtained inexpensively using the Request for Photocopies form (see Chart 21.) Now that wills cost £5.00 each from London, the 25¢ U.S. per page looks even better than before! Note the W or A placed in column 5 indicating when I have a photocopy of the will or administration.

CHART: 14

ENGLAND & WALES DARTNELL

WILLS & ADMINISTRATIONS

1858 - 1998

RIN	YEAR	NAME	DETAILS FROM INDEX	LDS FILM # / COPY HELD
1448	1859	Mary DUTNAL	1 Feb 1859. 81. <£450. Resworn May 1859 <£300. Resworn Feb 1864 <£600. Of Rainham, Kent widow, died 11 Sep 1858 at Rainham. Probate London by Charles John Smart of Gravesend, Kent gentleman + Daniel Green of Rainham, Kent farmer, the execs	1,836,424 W
4879	1860	Elizabeth DUTNELL	13 Feb 1860. <£100. Of Coleshill, Warks spinster, died 26 Jun 1860 at Coleshill. Probate Birmingham by William DUTNELL of Coleshill, baker, sole exec	1,471,042
4880	1861	Michael DARTNELL	19 Feb 1861. 81. <£100. Of Greenwich Hospital, Kent an in-pensioner, died 20 Jan 1861 at Greenwich Hospital. Probate London by John Snook of Greenwich Hospital infirmary clerk, sole executor, probate being arranged under certain specialities	1,850,160 W
996	1863	David DURTALL	3 Aug 1863. 491. <£50. Savings Bank. Formerly of Rochester but late of Chatham, Kent labourer, died 1 Jul 1863 at Chatham. Probate London by James Thompson of Kings Road, Luton near Chatham engineer, one of the execs	1,850,248 W

This is kept in the Probate Binder, together with further lists for earlier Probate Courts (there are over 300 in England) particularly the P.C.C. (Prerogative Court of Canterbury), those of other countries, Death Duty Indexes and so forth.

I keep track of what I have with a summary list at the front of the binder of which courts have been searched.

Originals of Probate

It is not important, from a family point-of-view, to separate the probates by the courts at which they were proven. Thus I keep all the copies, verbatim transcripts, and genealogical abstracts of wills, admons, guardianships, and inventories in one sequence of file folders, alphabetically by first name, then by date as in Chart 15.

CHART 15: PROBATE COLLECTION FOR DARTNELL FAMILY

NAME	DATE OF PROBATE	RIN NUMBER
Abraham DIRTNAL	1764	3619
Ann DURTNALL	1816	10338
Ann DARTNALL	1822	1457
Ann DARTNALL	1841	8928
Ann Teresa DURTNALL	1823	11153
Augustus Adolphus DARKNELL	1827	3260

Recording & Filing Other Sources

In addition to the four main primary sources covered above, the One-Name student will acquire index and original material from many other primary and secondary sources. The method I have settled on is to collect the paperwork into 3-ring binders under their various headings as described in Chart 4.

CHART: 16 SUMMARY OF MY TOTAL FILING SYSTEM FOR ONE NAME STUDIES

1. *4 main primary sources indexes & originals.*
 - Civil registration
 - Census
 - Parish registers
 - Probate
2. *Miscellaneous binders (details in chart 4.)*
3. *File folders in alpha order*
 - Birth certificates
 - Birth indexes first
 - transcripts
 - Burials - PR copies
 - Christenings - PR copies
 - Death Certificates
 - Death indexes - first transcripts
 - Marriages (certificates, PR copies, M. L. Allegations.)
 - Marriage indexes - 1st transcripts
 - Researchers - each one has own file (in alpha order.)
 - Will & Admon copies

OBTAINING COPIES

Ideally it would be lovely to acquire a photocopy of every primary source. Pragmatically this is not possible because of the cost involved. There are some sensible strategies to implement in order to acquire as many as possible:

- ✓ Start by getting all the copies for your own line.
- ✓ Ensure that enquirers send you photocopies of what they have. The expense to them will be minimal. One successful technique for doing this is to give out only some information at a time, with requests for their input. It can be fully justified in that you need to see the primary source documentation before you can be sure of the next generation in their pedigree. For example, tell them what the next primary sources are that they need to get, then ask them to write back with copies and you will search your database again for the next generation.
- ✓ Where primary sources have been declared historic and thus deposited in archives, the LDS church will probably have microfilmed them. Use the *Request for Photocopies* form to get copies of certificates, census entries, parish registers (printed registers only) and wills very inexpensively. Details are given in the next section.

For example in England & Wales at present no civil registration from 1837 to date has been declared *historic* and thus they reside in a government

department that charges a fee for each certificate produced. Similarly, probate pre-1858 is in archival care mostly at County Record Offices, but from 1858 onwards all wills etc. are considered modern!

Contrast this with the situation in British Columbia, Canada where these two primary sources are under provincial jurisdiction. Birth registrations over 100 years old, marriages over 75, deaths over 20 and probates usually over 50 years old have been declared *historic*. Consequently they are housed in the Provincial Archives and microfilmed by the LDS church, thus copies are available easily and cheaply.

LDS Request for Photocopies Form (see Charts 17-22)

This is an economical method for acquiring copies from LDS films. Millions of worldwide primary sources are now available from the Family History Library in Salt Lake City, Utah. If you choose to order your film in to your local Family History Center (there are over 3,400 of them, over 90 in UK) you may photocopy items there if an appropriate machine is available.

An even cheaper method exists where you can specify both the film number and the page (this might be by page number, alphabetical or date sequence.) Ask for one of these two free *Request for Photocopies* forms:

- ✓ **Item 31768** for copies of census records, books, microfilm or microfiche, or

- ✓ **Item 31831** for IGI copies, or copies of the original entries from which the IGI was compiled, both patron submissions and extracted records.

The forms should be at your FHC or can be ordered in packets of 100 (free) from:

Salt Lake Distribution Centre

1999 West 1700 South

Salt Lake City,

Utah 84101-4233, USA

or other regional LDS Distribution Centers

This method can be used for up to 8 entries in any one section of the form for a fee of \$2.00 U.S., thus each page costs 25¢ U.S.

Up to 8 pages will be sent with each request, limited to one every 2 weeks. If there are more pages a note will accompany the material sent to you indicating how many more there are. Your form is returned to you.

Instructions for mailing and payment are on the front of the form. Nowadays you only need fill out your name, address and phone number. The simplest method of payment is to include two U.S. \$1.00 bills (notes.)

As examples of the four main primary sources:

Many of the oldest *Irish and Scottish Civil Registrations* can be obtained economically this way. (see Chart 19.) For applicable dates and how to find the film numbers please see the author's books *Researching your Scottish* or *Researching your Irish Ancestors*.

British Census Returns. When you have the piece and folio number from an index you can look up the film number at your Family History Center or on www.familysearch.org and get a copy of the specific page without having to order the film in or travel to London! All for 25¢ each. (See Chart 18.)

Parish Registers. This method works when you can specify the film number, and either the page number or the exact date when the item is in date order. It will not work for pre-1812 films unless you have the film item number and a clear page number as items can be in a crazy order. (See Chart 20.)

English & Welsh Wills from 1858 to 1925 are available by this method. You need to specify the name, date and court of probate, which are obtainable from the indexes (also on microfilm to 1956, and on fiches in several centres.) 25¢ (about 15p) per page is a lot better than £5 per will charged by the regular source! (See Chart 21.)

This method of access to the vast holdings of the Family History Library is particularly appreciated by those who are patrons of small Family History Centers. Only the larger centres have reader/printers and long runs of index films. For the latter, first get copies of index pages, then use these to decide which films to order using this method, or get from other sources if the originals have not been microfilmed.

It is wonderful for those who cannot get to a Family History Center at all but who do have access to the LDS

Internet web site: www.familysearch.org where they can look up film, fiche and book numbers.

The Request for Photocopies form is great for accessing Family History Library material for which the Family History Library Catalogue indicates *No circulation to FHCs*. However, it obviously does not apply where there is the notation *No photocopying*.

CENSUS RECORDS, BOOKS, MICROFILM OR MICROFICHE FORM

This one has a portrait (vertical) format with 4 sections. The examples given on the form are supplemented here with items from other countries.

CHART: 17

HOW TO FILL OUT PHOTOCOPY REQUESTS FOR BOOKS

This method is cheaper than getting in the film of a book and faster and cheaper than using the Request to Microfilm a Book form for one that is not in microform.

FHL Call Number	Title	Author	Individual or Family Name	Page Numbers
994.H23w	Women in Australia	Kay Daniels	SMITH	Page 6 and Index
941.13/ W1.x2 m	1851 Census Index. Parish of Wick, Caithnes Scotland	E. More	THOM	Index for all THOM
941.24/ A1.v3a	MIs in Alvah Old Churchyard, Banff, Scotland	Monica G. Anton	MacDOUGALL	Index for all MacDOUGALL and McDOUGALL

Then use these indexes to order the page numbers that refer to your names on a further Request for Photocopies form.

CHART: 18

HOW TO FILL OUT PHOTOCOPY REQUESTS FOR CENSUS

For North America

Film #	Year	State or Province	County	Town etc	Enum Dist	Line	Page	Name of Individual
1,240,503	1900	Kansas	Wilson	Neodesha	171	7	14	MIKESELL, David

When requesting **English or Welsh** census entries change the headings as follows:

Film #	Year	Country	County	Town	Piece #	Book #	Folio #	Name of Individual
0,306,856	1841	England	Kent	Nettles-tead	461	1	9v	DURTNALL
0,823,346	1871	England	Surrey	Wands-worth	712	-----	65	BRICKETT

When requesting **Scottish** census entries change the headings as follows:

Film #	Year	Country	County	Town	Dist #	Enum Dist	Page	Name of Individual
0,220,209	1891	Scotland	Ayr	Ballantrae	579	1	2	DASHWOOD
0,220395	1891	Scotland	Midlothian	Edinburgh St.Giles	685 /4	88	4	BRICKETT

General Microfilm and Microfiche

CHART: 19 HOW TO FILL OUT PHOTOCOPY REQUESTS FOR CIVIL REGISTRATION

NOTE: When requesting a copy of a certificate (registration) please ensure that you give the certificate film number, NOT the index film number, plus the identifying page etc. from the index.

Film # & Item #	Name of Individual	Title, parents/ spouse etc	Date	Place	Page etc
0,101,161	John BRENNAN	Civil Registration Ireland Birth Thomas BRENNAN /Mary	24 Jan 1868	Cork, Cork, Ireland	581
0,103,269	Mary Elizabeth G. DASHWOOD	Civil Registration Index to Births	1865	Scotland	alpha
0,330,171	Mary Elizabeth G. DASHWOOD	Civil Registration Scotland Birth	1865	Fyvie, Aberdeens District 197	89
2,051,145	Alice Rebecca JONES	British Columbia Canada Death	2 Jun 1978	Quesnel, British Columbia	1978- 09-00 9749

CHART: 20

HOW TO FILL OUT PHOTOCOPY REQUESTS FOR PARISH REGISTERS

Film # & Item #	Name of Individual	Title, parents/spouse etc	Date	Place	Page etc
1,067,782	Katharin HENDERSON	James HENDERSON/ Janet MILLER	24 Aug 1719	OPR Liberton, Midlothian, Scotland Parish # 693	Frame 510
1,041,220	Charles ROGERS	Sarah TONGE	4 Mar 1810	St. Maurice, Winchester, Hants, England	By date

Do not try to order copies from handwritten parish registers unless you have a film item number and a clear page number.

CHART: 21

HOW TO FILL OUT PHOTOCOPY REQUESTS FOR PROBATES

NOTE: Probates are typically more than one page so submit fewer per form.

Film # & Item #	Name of Individual	Title, parents/ spouse etc	Date	Place	Page etc
1,545,056	Isaac CHEWINGS	Probate - Will	12 Dec 1871 (date of Probate)	Taunton, England (Probate Court)	-- (no folio number listed at side in index)
1,368,216 item 2	Janet THOM née MIDDLETON	Index to Inventories of Personal Estates of Defuncts	1860- 1870	Aberdeen Commissariat	alpha
0,990,455	Andrew THOM	Calendar of Confirma- tions & Inventories...	1902, 1903, and 1904	Scotland (Modern wills)	All pages with Andrew THOM
0,231,220	Christian THOM	Commissariat of Moray Testament Registers 1815-1827	1820s	Moray Commissariat	Index pages for Thom
0,231,220	Christian THOM	Commissariat of Moray Testament Registers 1815-1827	1822	She is of Leuchars, Fife, Scotland	366 to 369

CHART: 22

HOW TO FILL OUT PHOTOCOPY REQUESTS FROM HUGE FICHE SETS

Up to 8 pages will be sent with each request. If there are more a note will accompany the material sent to you indicating how many more there are.

Fiche #	Name of Individual	Title, parents/spouse etc	Date	Place	Page etc
6086831 (1116)	DARTNELL	England 1881 Census Surname Index	1881	England	All pages with DARTNELL

IGI & SOURCES FORM

This one has a landscape (horizontal) format with 3 sections and clear examples are given in each part.

1. For copies from pages of the 1992 edition of the International Genealogical Index (IGI). You would only use this if you do not have access to either a Family History Center or the Internet.
2. For copies of patron submissions which are mainly those with all-digit batch numbers. Further details of these batch numbers are on the form and in *Finding an IGI Source* (31024.)
3. For copies of extracted records, mainly those beginning with C, E, J, K, M, and P. These are birth, christening and marriage records. Include only the *Input Source* number if you want a copy of the original record.

Note that these extracted record copies cost \$2.00 U.S. each. If you know the page, either as a page number, or if the record is in alphabetical, number or date order, then it would be cheaper to order these items on the other Request for Photocopies form 31768 (see above.)

For further information on how to access records through FHCs kindly refer to the author's *Research at the Family History Center*, and *Finding Your English OR Irish OR Scandinavian OR Scottish Ancestors*. Many other nationalities by other authors are also available in this series, please see end pages.

SYNTHESIZING RESULTS

Card indexes

Formerly, many genealogists used 3x5" or 4x6" card indexes for storing information about individuals. With a standard notation system on each card and arranged alphabetically by surname, then first name, then by date of birth this was a wonderfully simple system. I had 4x6" cards for about 3,000 DASHWOODs arranged as in Chart 23.

I standardized the spelling of the first names to aid in alphabetization and men's names were recorded in black, women in red. All were filed alphabetically by name then by birth date, which was highlighted in yellow for convenience. I also had a code letter in the upper right hand corner to indicate which ancestral line they belonged to. The disadvantages are listed after Chart 23.

CHART: 23

INDEX CARD NOTATION SYSTEM

NAME _____		RIN or ID # _____
b. _____	date _____	place _____
c. _____	date _____	place _____
d. _____	date _____	place _____
bur. _____	date _____	place _____
m. _____	date _____	place _____
SPOUSE _____		
CHILDREN _____		
name _____	date of birth _____	place _____
name _____	date of birth _____	place _____
name _____	date of birth _____	place _____
name _____	date of birth _____	place _____
name _____	date of birth _____	place _____

[On Reverse – Census, Probate and other notes.]

Disadvantages of Card Indexes

Card indexes suffer from a few drawbacks when compared with other methods, for example:

- The amount of storable information is limited by the size of the card.
- Relationships are not easy to see at a glance beyond parents and children.
- One cannot store the evidence along with the information.
- Cards had to be rewritten when too messy with additions and alterations.
- Storage space is a problem with a large study as one long drawer only holds about 750 cards. I didn't fancy starting my 35,000 JUPP study this way.
- If you tip the box over you are lost!

Computer Pedigrees

The computer has, of-course, revolutionized genealogy by enabling huge amounts of data to be processed and sorted. For the One-Name Study this had meant faster processing as well as the possibility of completely new ways of dealing with data and presenting the results.

In dealing with the synthesis of individuals into families and pedigrees I chose the PAF programme (DOS version) because it is a simple, reliable and inexpensive programme. I still prefer the 2.31 version over the PAF 3.0M. This is because when dealing with large amounts of data PAF 3 takes an inordinate amount of time to carry out any function which requires sorting. An

example: one process which takes 30 seconds on PAF 2.31 takes approximately 30 minutes on PAF 3. The gurus at Salt Lake agree that this is a major defect, and perhaps PAF 4 is better; I haven't tried it for large numbers of individuals yet.

For my One-Name Study I enter only those people named DARTNELL by birth, marriage, adoption or assumption of the name. I do not add all the descendants of these folk where I am given them, but just the direct line down to any researcher. I can then provide a pedigree chart for them along the chosen name line, and can also provide descendency charts showing all the living cousins who are researching a common ancestor.

Ancestor Notes

The usual charts which the One-Namer will want to use to synthesize his data are described in great detail with examples in *Let's Get Organized*, and summarized here in chart 24.

CHART: 24

TYPES OF CHARTS USED TO SUMMARIZE GENEALOGICAL DATA

TITLE	USE
Biography Synopsis	For Individual
Family Group Record	For One Family
Surname Descent Chart	Descent through One Surname
Pedigree Chart	Descent from All Surnames
Descendancy Chart or Narrative Descent or Paragraph Pedigree	All Descendants of One Couple
Family Tree or Drop-Line Chart	All Descendants of One Couple

For an individual the Notes section, which comes after the basic Family Group Record on a genealogy programme, can be used in many ways. I keep recordings and research notes on events, followed by my linkage proofs and details of photos held.

Chart 25 is an example of the PAF 2.31 Notes kept for my ancestor Albert James JUPP. It indicates the sources of information, their exact wording, other items of interest as well as items not found and searches still needed.

CHART: 25**PAF NOTES FOR ALBERT JAMES**

BIRTH: Hurstpierpoint, Sussex. 2 Apr 1851. 'Albert James s/o James JUPP keeper & Anne née RICHARDSON. Informant: Father of Hurstpierpoint.' Photocopy of certificate held. He was the only child in the family of 8 who had 2 christian names. One was his father's, the other may have been in honour of Queen Victoria's husband. Prince Albert was instrumental in organizing the Great Exhibition of 1851 that opened on 1st May that year, between Albert James JUPP's birth and christening. He seems to have alternated between the 2 names throughout his life.

CHRISTENING: Hurstpierpoint, Sussex. 4 May 1851. 'Albert James s/o James & Anne JUPP of Hurst Pierpoint, gamekeeper. Godparents: George Jupp, George Godley, Louisa Pequick (?), Fanny Kane (?).' Film 919,093 photocopy held.

MARRIAGE: 1Q 1878 St. Saviour 1d-110. Albert James JUPP + Emma DARTNELL. St. Saviour, Southwark, Surrey. 7 Mar 1878. 'Albert James JUPP full age bachelor, labourer of Park Street s/o James JUPP gamekeeper + Emma DARTNELL full age spinster, no occupation, of Park Street d/o Henry DARTNELL laborer, by banns, both signed. Wits: Henry Edward Dartnell [her brother], Alice Drewitt [possibly relative of Registrar Frederick Drewitt?].' Photocopy of certificate held. NB They had already christened 2 children in Crayford, Kent where they were living as man and wife, so they couldn't very well ask that vicar to marry them. Their wedding venue was 15 miles away on the direct train line to London. How did they manage to get banns called there?

IDEATH: 3Q 1927 Dartford 2a-588. Albert J. JUPP age 76. '37 London Road, Crayford, Kent. 22 Sep 1927. Albert James JUPP, 76, retired engineer's machinist. Cause of death : 1a bronchitis 1b morbus cordis. No post mortem, certified by F.J. O'Leary MB. Informant : E. Cunningham, daughter of 27 London Road, Crayford, present at the death.' Certificate held.

IBURIAL: Not yet seen. Is this register microfilmed?

IM.I.: St. Paulinus, Crayford, Kent. Their grandson Bern Gardner said that they did have a stone but that he couldn't find it in 1979.

IPROBATE: None found 1927-1930.

ICENSUS: 1851 born 2 days after census taken. 1861 with parents at Danny Lodge, Hurstpierpoint, Sussex, age 9, scholar, born Hurstperpoint [sic], Sussex. James JUPP. Film 542,666. Piece RG9/583 folio 38v. Photocopy held. 1871 not yet found; not at home with parents in Hurstpierpoint. 1881 with wife and 3 children at 10 High St., Crayford, Kent, age 29, general labourer, born Hurstpierpoint, Sussex. James JUPP. Film 1,341,204. Piece RG11/862 folio 45v. Photocopy held. 1891 with wife and 7 children at Old Road, High St., Crayford, Kent, age 40, machine printer, employed, born --- Sussex. Albert JUPP. Fiche 6095746. Piece RG12/636 folio 105r. Photocopy held.

OCCUPATION:

- 1874 house painter (birth son Henry)
- 1881 general labourer (census)
- 1890 machine printer (birth son Arthur)
- 1891 machine printer (census)
- 1892 machine printer (birth daughter Edith)
- 1914 labourer (marriage daughter Edith)
- 1927 Jul journeyman silk printer (death wife)
- 1927 Sep retired engineer's machinist (his death)

His daughter Edith said 'he was a labourer and often out of work.'

OTHER NOTES: [Various miscellaneous notes.]**LINKAGE PROOFS:**

- To parents
 - 1. Birth certificate
 - 2. Christening
 - 3. 1861 census
- Chr to Marr
 - 1. 1881 census – born HPP
 - 2. Marriage certificate – s/o James
 - 3. Mentioned in letter from brother George in Australia as living in Crayford.
- To spouse
 - 1. Marriage certificate
 - 2. 1881 census
- 3. Wife's death certificate

PHOTOS: Two photos of Albert & Emma JUPP are held, together with an earlier possible one of Emma in a group. Have pictures of Hurstpierpoint and Crayford houses and churches, and contemporary maps of these areas.

Concept of Tree Heads

One of the main purposes of a One-Name Study is to prove the descendency and inter-relationships of living holders of the name as well as those researchers whose ancestry contains the name. One is likely to start with many short pedigrees and, as the study progresses, these join up and become larger families with longer roots.

I have found that the simplest way to keep track of the many families is to describe each by the name of the person at the head of the tree as the research stands at present. One researcher may belong to Nicholas' tree whilst another to John's tree. Later on John may be found to be a descendant of Nicholas and thus both researchers are now from Nicholas' tree.

The Tree Head is also called the Earliest Common Ancestor but I find this phrase a bit cumbersome.

I keep a file folder for each active researcher and right on the front I list the researcher's RIN number and the name and RIN number of his tree head. It is thus simple to pick out the files of those descended from a common ancestor in order to communicate new discoveries.

Acquisition of Computer Pedigrees & Descendancies

Vast pedigree databases such as the LDS Pedigree Resource Files and many commercial ones are becoming increasingly available. Access as many as you can and abstract your One- Name data.

You will acquire many such items from Ancestral File and Internet downloads as well as from other researchers submitting their families to you. *Do not GEDCOM* them straight into your own pedigree database. Load them into a separate file and examine each one to eliminate inconsistencies, unnecessary ancestral lines and unwanted descendancies. Then *GEDCOM* them over as smaller units and do any necessary *Match & Merge* work. You will still have your original GEDCOM to look at if you decide to add other lines from it later.

When downloading material from multi-family databases such as Ancestral File use the concept of Tree Heads mentioned above. Just track a selected name back to the earliest progenitor, note its name and Ancestral File number (AF#) and download the entire descendancy. Proceed to the next name, track back, check if you have that Tree Head already and download as needed. At home, when these have been put on your own genealogy software, you can delete any unwanted descendancy lines.

You will undoubtedly use the *Match & Merge* facility on your software to combine individuals. With a large

database it is critical to keep a running list of merged Record Identification Numbers (RIN), since you will have referred to these numbers in notes and write-ups. Get into the habit of putting the old/new numbers on your Merged List just before you push the button to merge. I keep a printout by my computer for quick reference, pencil in additions and update it periodically.

DISSEMINATING RESULTS

Other Researchers

I keep an up-to-date list of addresses and which line they are on and distribute this to new researchers.

I have a file for each one with their letters and E-mails, and copies of letters I send them. Such letters should always include a phrase such as, 'I am sending herewith the latest copy of your pedigree chart, FGRs on RINs 8, 37 and 346, and a photo of Alfred DARTNELL RIN 75.' Then you'll know what each one has and (by the date on your letter) how up-to-date they are.

(FGR- Family Group Record)

Dealing with enquiries

For each of my One-Name Studies I have developed a set of standard letters and information sheets which are then sent as a package to enquirers by mail or E-mail, (Chart 26.)

CHART: 26 ONE-NAME STUDY LETTERS & INFORMATION SHEETS

Letter or sheet	Example
The aims of the ONS Archives and origin of the surname	Chart 27
Status of the record collection	Chart 28
Welcome letter for new enquiries	Chart 29
Letter of introduction to someone I find on a list	Chart 30
My own descent from this surname	Chart 31

CHART: 27

AIMS OF THE ONS ARCHIVES & ORIGIN OF THE SURNAME DARTNELL ARCHIVES

REGISTERED WITH THE GUILD OF ONE NAME STUDIES

Penelope Christensen, Ph. D.
32251 Silverfox Terrace, Mission, B.C., Canada V2V 6M8
(604) 820-1113
Email: penelope_christensen@telus.net

AIMS OF THE ARCHIVES

1. To establish a permanent repository of pedigrees, family trees and histories, wills, civil registration, parish register information and other data pertinent to those named DARTNELL (and variants) to which future generations may refer.
2. To act as a clearinghouse for information exchange between those researching the name.
3. To extend known pedigrees and family trees back in time by means of further research in order to link up the branches wherever possible into family groups.
4. To publish details of progress, both general and individual, to encourage further study and co-operation by researchers and family members.
5. To make the accumulated information accessible to researchers and so further research by depositing significant databases in The Society of Genealogists, Ancestral File etc.

THE ORIGIN OF THE SURNAME

Nowadays we see the spellings DARTNALL and DARTNELL as well as the older forms of DURTNAL and DUTNALL. The first syllable can be DART, DERT, DIRT, DORT, DURT or DUT. The second syllable is the most variable, either 'A' or 'E' and one or two 'L's, but also occurring as NAIL, NEALL, NULL, NOLL, NILL and all possible variations. One family may have several variations even in one generation, according to the whims of the person who wrote the entry.

Further back in your family you will likely encounter the older spellings DURTNALL, DUTNAL and DURKNALL. Don't be surprised if you gradually home in on the area near Penshurst and Leigh, Kent, where the name originated from the place named Durkinhole, a now abandoned village near Leigh. The original holders of the surname appear to have been people from there i.e. 'DE DURKINHOLE'. Also it might interest you to know that the firm of DURTNALL BUILDERS of Brasted, Kent started their business in 1591 and it has been handed down from father to son ever since. We are probably all connected somehow, at least geographically i.e. originally "from Durkinhole."

There now appears to be a second, Irish branch of the family with a separate and possibly Huguenot origin from the name D'Arnel. Most of these are spelled DARTNELL and this line is only firmly established back to the mid 18th century

CHART: 28

STATUS OF THE RECORD COLLECTION

DARTNELL ARCHIVES REGISTERED WITH THE GUILD OF ONE NAME STUDIES

Penelope Christensen, Ph. D.
32251 Silverfox Terrace, Mission, B.C., Canada V2V 6M8
(804) 820-1113

Email: penelope_christensen@telus.net

STATUS OF THE RECORD COLLECTION

So far I have collected the following information on all spellings beginning with DART-, DURT- and DUT etc. which I can share with other researchers:

1. Civil Registration Indexes for England & Wales

- Births 1837 - 1997
- Marriages 1837 - 1997
- Deaths 1837 - 1997

These are on IBM Microsoft Word database and I have printouts by date, district and first name. I can therefore supply lists of, for example:

All marriages in 1868.

All births in Horsham registration district.

All deaths of William.

2. Civil Registration Indexes for Scotland

- Births 1855 - 1922
- Marriages 1855 - 1956
- Deaths 1855 - 1956

3. Civil Registration Indexes for Ireland

- Births 1864 - 1921
+ Eire 1922-58 + North 1946-50
- Marriages 1845 - 1921
+ Eire 1922-26
- Deaths 1864 - 1921

+ Elre 1932-34 + North 1922-59

4. Wills Indexes: PCC 1750 - 1858
England & Wales 1858 - 1998
5. LDS Family Search data on CD-ROM latest edition
always available:
This includes
 - 1997 IGI for whole world.
 - Ancestral File for whole world
 - U.S. Social Security Death Index
 - U.S. Military Index
 - Scottish Church Records
6. Large collection of Census Returns, Parish Register
entries, Wills, Certificates, Pedigree Charts, Family
Trees and other documents mainly from SE England.
7. Correspondence files from Dartnell researchers.
8. Boyd's Marriage Index data 1500-1837.
9. Services & Foreign Civil Registrations from Family
Records Centre. All dates.

I have now entered all of the above on to an IBM PAF genealogy programme. The resulting over 11,400 persons have all of their documentation in their Notes section, and are joined into families when linkages can be proved. New information from other Dartnell researchers is needed to assist in this work. I am happy to provide printouts of Pedigree Charts, Family Group Records and Descendancy Charts as required.

CHART: 29

WELCOME LETTER

FOR NEW ENQUIRIES

DARTNELL ARCHIVES
REGISTERED WITH THE GUILD
OF ONE NAME STUDIES

Dr. Penelope Christensen
3251 Silverfox Terrace
Mission, B.C. Canada V2V 6M8
Email:penelope_christensen@telus.net

Dear

Thank you for your letter regarding the DARTNELL family. The enclosed synopsis will inform you as to the aims of the Dartnell Archives and the current status of my collection. I would consider it a great favour if you are able to contribute data to the project, for example if you have census entries, parish register transcriptions, copies of wills and certificates etc. which you can send. These can then be added to the database and copies distributed to other researchers as necessary.

If you have your data already on a genealogy programme please make a GEDCOM and send it to me for inclusion in the project. In return I am happy to supply printouts of your pedigree, descendancy from remotest known Dartnell ancestor and family group records complete with all documentation and photocopies of original documents wherever I have them.

I am able to do the co-ordination but will rely on you, the other researchers, to supply as much data as you can on any DARTNELLS (all spelling variations) that you come across for the benefit of all. I am grateful to those who have helped gather the civil registration data.

This is my hobby, I do not charge for this service, however I would appreciate donations to defray my photocopying and postal expenses.

I enclose a copy of my own descent from the DARTNELL family which sparked my interest in starting a One-Name Study.

Yours sincerely,

Penelope Christensen

CHART: 30

LETTER OF INTRODUCTION TO SOMEONE I FIND ON A LIST

**DARTNELL ARCHIVES
REGISTERED WITH
THE GUILD OF ONE NAME STUDIES**

Dr. Penelope Christensen
32251 Silverfox Terrace
Mission, B.C. Canada V2V 6M8
Email: penelope_christensen@telus.net

Dear

I understand that you are researching a DARTNELL/DURTNELL/ DUTNAL family and would like to inform you of our co-operative project on these families. The enclosed sheets will give you the aims of the Dartnell Archives, the derivation of the name, and the current status of the collection. I have now entered all of my DARTNELL data (all spellings) onto PAF on IBM and am able to start sharing the results with other researchers. There are over 11,400 individuals entered and as the documentation in the notes is so extensive it takes 4 HD 3 and 1/2" disks for a back-up!

Please let me have details of your family as far as you know them, including side branches of this name and married surnames of women. This will help me to link up as many people as possible to you. For example, one lady sent me a list of her grandfather's siblings - just first names. I was able to identify each of these from the civil registration lists and in most cases had 3-4 generations of descendants for each of them that she didn't previously know about.

Once I have your details I shall add them to the computer and can then print out a Dartnell Pedigree Chart, Family Group Records, and a Descendancy Chart from your remotest known Dartnell ancestor. All of the documentation is in the Notes section, which prints out with the Family Group Records for you. This is my hobby and I do not charge for this service, however I am grateful when I get donations to help defray photocopying and postage expenses.

I would welcome any snippets about Dartnells (of all spellings) that you have encountered. Your 'stray' is someone else's goldmine! I will be especially grateful to those who can send census sightings, parish register extracts etc.

I look forward to hearing from you and helping you as much as I can.

Yours sincerely,

Penelope Christensen

CHART: 31

MY OWN DESCENT

FROM THIS SURNAME

DARTNELL DESCENT OF PENELOPE JANET (GARDNER) CHRISTENSEN

Richard DUTNEL ===== b.<1710 m.<1730 bur.17 Dec 1774+East Peckham, Kent	Sarah b.<1712 bur.8 Jun 1749+East Peckham, Kent
Richard DUTNEL ===== c.18 Nov 1733+Hadlow, Kent m.26 May 1765 Hadlow, Kent bur.31 Dec 1768+East Peckham, Kent age 35	Ann SHARP b.<1747 d.>1770
Richard DURTNALL ===== c.24 Aug 1766+East Peckham, Kent m.31 Jan 1790+East Peckham, Kent d.23 Nov 1847*Workhouse, W. Malling bur.26 Nov 1847+E. Peckham, Kent age 86	Hannah RICHARDS b.1769/70 d.1 Oct 1838*East Peckham, Kent bur.7 Oct 1838+E. Peckham, Kent age 68
William ALLINGHAM /////////////// c.21 May 1795+ Hadlow, Kent d.29 Jan 1839*Workhouse, Hadlow, Kent bur.3 Feb 1839+Hadlow, Kent age 44	Tryphena DARTNALL c.23 Nov 1794+Hadlow, Kent d.1 Mar 1871* age 78 Crayford, Kent bur.11 Mar 1871+ Crayford, Kent
Henry DARTNALL III ===== b.14 Nov 1817+Hadlow, Kent c.21 Nov 1817 Hadlow, Kent d.4 Jun 1888*age 71 Crayford, Kent bur.9 Jun 1888+ Crayford, Kent	Susanna BROWN c.10 Dec 1826+Bidborough, Kent m.7 Sep 1851* Crayford, Kent d.30 Apr 1904*age 77 Crayford, Kent bur.4 May 1904+ Crayford, Kent
Albert James JUPP ===== b.2 Apr 1851* Hurstpierpoint, Ssx c.4 May 1851+ Hurstpierpoint, Ssx m.7 Mar 1878* Southwark, Surrey d.22 Sep 1927* age 76 Crayford, Kent	Emma DARTNELL b.13 Jul 1852* Crayford, Kent c.29 Aug 1852+ Crayford, Kent d.3 Jul 1927*age 74 Dartford, Kent
Bertie GARDNER ===== b.22 Jun 1892* Crayford, Kent m.11 Jul 1914* Crayford, Kent d.23 Mar 1859*age 66 Crayford	Edith JUPP b.18 Mar 1892* Crayford, Kent c.5 Jun 1892+ Crayford, Kent d.15 Sep 1976*age 84 Crayford
Herbert Leonard GARDNER ===== b.7 Dec 1914*Crayford, Kent m.26 Aug 1939*Dartford, Kent d.6 Aug 1961*age 46 Bexleyheath, Kent	Grace Dashwood THOM b.7 Jul 1914*Gillingham, Kent d.3 Dec 1986*age 72 Sydenham, Sry
Gustav Strøm CHRISTENSEN ===== b.1 Apr 1929*Læse, Denmark m.8 Feb 1969* Edmonton, Canada	Penelope Janet GARDNER b.26 Dec 1942*Winslow, Bucks

ADVERTISING YOUR ONE-NAME STUDY AND FINDING OTHER RESEARCHERS

The One-Name student needs to advertise their chosen name (and its variants) as widely as possible and this can be done through the usual genealogical 'research interests' forums provided by Family History Societies (Members' Interests, BIG R, and so forth), LDS Church Family History Centres and website (Ancestral File – especially submitting corrections, Pedigree Resource File), and the many other possibilities on the Internet. Those choosing British-based families would be well advised to join G.O.O.N.S. (address below.)

Gather other names of researchers from Ancestral File, Family Registry, commercial databases (e.g. Family Tree Maker), Internet sources, as well as GOONS, GRD, NGD, BIG R and as many FHS members interests directories as you can lay your hands on!

Dedicated One-Namers will perceive the advantages for sharing their data inexpensively, as well as making worldwide contacts, by contributing their names to the IGI and other LDS indexes. I have put over 15,000 in so far and have thousands more to go! I receive far more contacts through this route than I do through the GOONS Register.

Let your friends & students know they will get brownie points for finding strays for you!

Current telephone directories for many countries are now available on the Internet. There is plenty of scope for writing letters to everyone with the surname of interest and asking about their ancestors. One should always offer to share information with them with no research fee, but perhaps indicating that a small contribution towards photocopying and mailing would be appreciated.

DISPOSAL OF YOUR ONE NAME RESEARCH

You will have amassed a most valuable archive of material on your chosen name and care should be taken to ensure its survival. The ideal situation would be to find someone else to carry on the research. This might be a family member or someone you have 'met' during the course of swapping data with others involved with the same surname.

Failing these the next best alternative would be to see that your research is deposited with The Guild of One Name Studies:

G.O.O.N.S.

P.O. Box G, 14 Charterhouse Buildings,
Goswell Road,
London EC1M 7BA, England
E-mail: guild@one-name.org
Website: www.one-name.org

Or with The Family History Library in Salt Lake City, with permission to microfilm, or both.

Hopefully you will have periodically deposited data collections with such bodies as The Society of Genealogists in England and/or The Family History Library, the best places for ensuring survival as well as distribution of your research findings worldwide.

Also, if pedigrees are regularly sent to Ancestral File and the Pedigree Resource File then this will mean that reasonably current information will be available for future generations. If you should be run over by a bus tomorrow, then your efforts will not have been in vain!

REFERENCE MATERIALS

- BENTLEY, Elizabeth Petty. 1995. *The Genealogists Address Book*. Gen Pub. 7,000 addresses.
- BOURRIE, Doris. 1998. *HELP! There's a Skeleton in my Closet*. Heritage Productions.
- CHRISTENSEN, Penelope. 1996. *What Did They Do?* Heritage Productions.
- CHRISTENSEN, Penelope. 1997. *Finding Your Scandinavian Ancestors*. Heritage Productions.
- CHRISTENSEN, Penelope. 1997. *Tips for Your Genealogical Trip Abroad*. Heritage Productions.
- CHRISTENSEN, Penelope. 1998. *Finding Your Irish Ancestors*. Heritage Productions.
- CHRISTENSEN, Penelope. 2000. *Finding Your English & Welsh Ancestors*. Heritage Productions.
- CHRISTENSEN, Penelope. 2000. *Finding Your Scottish Ancestors*. Heritage Productions.
- CHRISTENSEN, Penelope. 2000. *Let's Get Organized*. Heritage Productions.
- CHRISTENSEN, Penelope. 2000. *Organization for the Professional Researcher*. Heritage Productions.
- CHRISTENSEN, Penelope. 2000. *Organizing a Genealogical Library for Public Use*. Heritage Productions.
- CHRISTENSEN, Penelope. 2000. *Research at the Family History Center*. Heritage Productions.
- CHRISTENSEN, Penelope. 2000. *Using Register Offices for English & Welsh Certificates*. Heritage Productions.
- COLE, Jean and John TITFORD. 1997. *Tracing Your Family Tree*. Countryside Books.
- EMMISON, F.G. 1967. *How to Read Local Archives 1550-1700*. The Historical Association, London, England.
- FAMILY HISTORY LIBRARY, Salt Lake City, Utah. *Research Outlines on various countries, provinces and states*. For details see their free *Family History Materials List* available from Salt Lake Distribution Center, PO Box 26368, Salt Lake City, Utah 84126-0368.

- FAMILY HISTORY LIBRARY**, Salt Lake City, Utah. 1998.
Sources for Previous Research in the British Isles. Free Resource Guide 35140.
- FAMILY HISTORY LIBRARY**, Salt Lake City, Utah. 1998
Preparing a Family History. Free Resource Guide 36023.
- FEDERATION OF FAMILY HISTORY SOCIETIES** has published dozens of excellent, inexpensive and up-to-date guides for mainly English and Welsh research. For catalogue write: FFHS Publications, 2-4 Killer St., Ramsbottom, Bury, Lancs BL0 9BZ.
- FITZHUGH, Terrick** (ed S. LUMAS). 1994. Dictionary of Genealogy. Alphabooks.
- FOWLER, Simon**. 1999. SoG welcomes your research. Genealogists Magazine Vol 26 p.304.
- HERBER, Mark D**. 1997. Ancestral trails. The Complete Guide to British Genealogy & Family History. Gen Pub.
- HUMPHERY-SMITH, C.R**. 1995. The Phillimore Atlas & Index of Parish registers: England, Wales & Scotland. Phillimore
- PETTIT, Sherri**. 1999. Genealogy on the Internet. Heritage Productions.
- ST. DENIS, Louise**. 1998. A Canadian Directory for Genealogists. Heritage Productions.
- TITFORD, John**. 1996. Writing and Publishing Your Family History. FFHS.
- TODD, Andrew**. 1987. Basic Sources for Family History 1. Back to the Early 1800s. Allen & Todd, Bury, Lancs, England.
- WEBB, Clifford**. 1989. Dates & Calendars for the Genealogist. Society of Genealogists.

APPENDIX

NUMBERS 1-1000 SHEET

This sheet can be used for many projects in a One-Name Study.

For example, for keeping track of which items in a long list have been read or processed, just highlight the squares. If the numbers exceed 1000 simply head the further sheets '1,000s', '2,000s' etc.

NUMBERS CHART

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120
121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140
141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160
161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180
181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200
201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220
221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240
241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260
261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280
281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300
301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320
321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340
341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360
361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379	380
381	382	383	384	385	386	387	388	389	390	391	392	393	394	395	396	397	398	399	400
401	402	403	404	405	406	407	408	409	410	411	412	413	414	415	416	417	418	419	420
421	422	423	424	425	426	427	428	429	430	431	432	433	434	435	436	437	438	439	440
441	442	443	444	445	446	447	448	449	450	451	452	453	454	455	456	457	458	459	460
461	462	463	464	465	466	467	468	469	470	471	472	473	474	475	476	477	478	479	480
481	482	483	484	485	486	487	488	489	490	491	492	493	494	495	496	497	498	499	500
501	502	503	504	505	506	507	508	509	510	511	512	513	514	515	516	517	518	519	520
521	522	523	524	525	526	527	528	529	530	531	532	533	534	535	536	537	538	539	540
541	542	543	544	545	546	547	548	549	550	551	552	553	554	555	556	557	558	559	560
561	562	563	564	565	566	567	568	569	570	571	572	573	574	575	576	577	578	579	580
581	582	583	584	585	586	587	588	589	590	591	592	593	594	595	596	597	598	599	600
601	602	603	604	605	606	607	608	609	610	611	612	613	614	615	616	617	618	619	620
621	622	623	624	625	626	627	628	629	630	631	632	633	634	635	636	637	638	639	640
641	642	643	644	645	646	647	648	649	650	651	652	653	654	655	656	657	658	659	660
661	662	663	664	665	666	667	668	669	670	671	672	673	674	675	676	677	678	679	680
681	682	683	684	685	686	687	688	689	690	691	692	693	694	695	696	697	698	699	700
701	702	703	704	705	706	707	708	709	710	711	712	713	714	715	716	717	718	719	720
721	722	723	724	725	726	727	728	729	730	731	732	733	734	735	736	737	738	739	740
741	742	743	744	745	746	747	748	749	750	751	752	753	754	755	756	757	758	759	760
761	762	763	764	765	766	767	768	769	770	771	772	773	774	775	776	777	778	779	780
781	782	783	784	785	786	787	788	789	790	791	792	793	794	795	796	797	798	799	800
801	802	803	804	805	806	807	808	809	810	811	812	813	814	815	816	817	818	819	820
821	822	823	824	825	826	827	828	829	830	831	832	833	834	835	836	837	838	839	840
841	842	843	844	845	846	847	848	849	850	851	852	853	854	855	856	857	858	859	860
861	862	863	864	865	866	867	868	869	870	871	872	873	874	875	876	877	878	879	880
881	882	883	884	885	886	887	888	889	890	891	892	893	894	895	896	897	898	899	900
901	902	903	904	905	906	907	908	909	910	911	912	913	914	915	916	917	918	919	920
921	922	923	924	925	926	927	928	929	930	931	932	933	934	935	936	937	938	939	940
941	942	943	944	945	946	947	948	949	950	951	952	953	954	955	956	957	958	959	960
961	962	963	964	965	966	967	968	969	970	971	972	973	974	975	976	977	978	979	980
981	982	983	984	985	986	987	988	989	990	991	992	993	994	995	996	997	998	999	1000

INDEX

A

Acquiring

Data Base, 23

Acquiring Copies Inexpensively, 7

Acquisition

Computer Pedigrees and Descendancies, 65

Aims Of The ONS Archives, 68

Ancestor Notes, 59

Ancestral File, 65, 80

B

Binders, 6

C

Card Indexes, 57

CD ROM Vital Record Databases

LDS, 38

Census, 35, 48

County Map, 32

Number Sheet, 31

Charts

Used To Summarize Genealogical Data, 60

Church Records, 37

Civil Registrations

Irish, 47

Scottish, 47

Computer Pedigrees, 58

Computer Pedigrees and Descendancies

Acquisition, 65

Contacts, 77
County Map
 Census, 32
County Maps
 Parish Registers, 40

D

Data Base
 Acquiring, 23
Disseminating The Results, 7
Distribution
 Your Research Findings Worldwide, 79

E

Efficient Use of Films, 25
Enquiries, 67
Extracted Records
 IGI, 55

F

Family History Center, 22
Family History Centre, 25
Family History Library Catalogue, 26
Filing System, 44
Filing Systems, 7
Films
 LDS, 25
 Short-Term Loan at Family History Center, 24
Final Disposal Of Your Research, 7
Flip Chart, 26
Form
 Tracking, 27
 Transcription, 27

G

GEDCOM, 65

Genealogical Society of Utah

GSU, 33

GSU

Genealogical Society of Utah, 33

I

IGI, 36

Extracted Records, 55

Patron Submissions, 55

Sources Form, 55

Indexes

Recording, 6

Information Sheets, 67

Internet Site

LDS, 26

Irish

Civil Registrations, 47

L

LDS

CD ROM Vital Record Databases, 38

films, 25

Internet Site, 26

Microfilming, 21

Letter Of Introduction, 74

M

Match & Merge, 65

Microfilming

LDS, 21

My Own Descent
Surname, 76

N

Needs of the One-Namer, 6
Number Sheet
 Census, 31
Numbers 1-1000 Sheet, 31, 83

O

One-Name Studies
 Progress, 10
 Status, 11
One-Namer, 6
Original Sources
 Recording, 6
Other Researchers, 67

P

Parish Register Transcript, 39
Parish Registers, 48
 County Maps, 40
Patron Submissions
 IGI, 55
Pedigree Resource File, 80
Photocopy Requests For Books, 50
Photocopy Requests For Census, 50
Photocopy Requests For Civil Registration, 52
Photocopy Requests For Parish Registers, 53
Photocopy Requests For Probates, 54
Photocopy Requests From Huge Fiche Sets, 55
Primary Sources, 6, 14
Progress

One-Name Studies, 10
Proof, 8

R

Record Collection
 Status, 70
Recording
 Indexes, 6
 Original Sources, 6
Reference Materials, 81
Request for Photocopies, 41
Request For Photocopies Form, 33
Researchers, 6
Running Log, 33, 35

S

Salt Lake Distribution Centre, 47
Scottish, 37
 Civil Registrations, 47
Secondary Sources, 6
Selecting
 Surname, 6
Short-Term Loan at Family History Center
 Films, 24
Sources, 6
Sources Form
 IGI, 55
Status
 One-Name Studies, 11
 Record Collection, 70
Surname
 My Own Descent, 76
 Selecting, 6

Synthesis Of The Results, 7

T**Telephone Directories, 78****Tracking****Form, 27****Transcript, 33****Transcription****Form, 27****Tree Head, 13**

U**Used To Summarize Genealogical Data****Charts, 60**

W**Welcome Letter, 72****Wills, 48**

Y**Your Research Findings Worldwide****Distribution, 79**

Your HERITAGE

to discover, to share...

THE HERITAGE BOOK SERIES

Three groups of easy to read books have been written by Canadian professional researcher, lecturers and family historians on a variety of subjects you may wish to deal with during your hobby of finding your ancestors. This is an evolving project and new titles are constantly being added. They are all reasonably priced ranging between \$6.00 to \$24.00. Special discounted prices are available for group purchases. Please write to the address on the back of the book for an up to date price list.

THE GENERAL GROUP

The first group of books in the **Heritage Book Series** covers general topics that any and all amateur genealogist may have needs for...

Book #1 --- YOUR HERITAGE, TO DISCOVER TO SHARE... *by Louise St Denis* Genealogy, the art of finding your dead relatives can be easy, fun and challenging all at the same time. 90 pages of helpful tips. List addresses of over 100 archives & genealogical societies in Canada & the United States.

Book #2 --- ASK LOTS OF QUESTIONS, GET LOTS OF ANSWERS... *by Louise St Denis* A book with over 600 questions to review a complete life story. From the first memories as a young child through the retirement

years. Use as a guide to write your life story, or record on audio or video tape.

Book #3 --- GIFTS TO CREATE FROM YOUR RESEARCH MATERIAL... by Louise St Denis A book with lots of suggestions as to the great variety of gifts you can create from all your family stories, anecdotes and facts. Gifts vary from the most simple Pedigree Charts or Trinket Wreaths to the much more treasured gift the family video.

Book #4 --- VIDEO TAPE YOUR FAMILY HISTORY... by Louise St Denis There are so many ways to preserve your family's memories on video: taped conversations, photographic video family albums and the ultimate family video. Instructions for completing each of these projects are included. Everything you need to know to complete a high-quality video keepsake of your parents or your grandparents.

Book #5 --- PROTECT YOUR PRECIOUS DOCUMENTS... by Louise St Denis You have taken the time to find all your family's precious documents, now take the time to protect them for future generations to enjoy. Learn how to store your documents and what kinds of materials to use and how to use them. Lots of hints as to what to do and more importantly what not to do.

Book #6 --- TIPS FOR YOUR GENEALOGICAL TRIP ABROAD... 2nd Edition by Penelope Christensen, Ph.D. NOW WITH A SECTION OF PREPARING FOR SALT LAKE CITY! As family historians we all dream of one day walking the land of our ancestors or going to 'genealogy-heaven' in Salt Lake.

Make those dreams come true. This book tells you how to get the most out of your trip. What things are better done at home, and what 'over there'? Advice from a well-seasoned expert on how to prepare, what to take and how to organize yourself.

Book #7 --- ORGANIZING THE MOUNTAINS OF PAPER... by Louise St Denis Everyone learns two facts very quickly: you will accumulate lots of paper and relying on your memory just doesn't work. This booklet will teach you how to organize all your findings so that everything will be at your fingertips. 18 forms you can duplicate are included.

Book #8 --- WHAT DID THEY DO? by Penelope Christensen, Ph.D. Was your ancestor a Doodle Doo Man? A Gentleman of the Horn Thumb? A Rag and Bone Man? This book is a compendium of ancient names of (mainly) English occupations and officials. You'll be edified, amazed and amused by this collection...

Book #9 --- RESEARCH AT THE FAMILY HISTORY CENTER... 2nd Edition by Penelope Christensen, Ph.D. The enormous genealogical collection held in the Family History Centers™ of the LDS church is the most widely used resource for researching ancestors. This book helps you understand their facilities and holdings so you can really do productive research....

Book #10 --- A DIRECTORY FOR GENEALOGISTS... 2nd Edition by Louise St Denis This directory is a must for all active genealogists! You will find lists of genealogical and historical societies, Family History Centers, Archive Centres, Internet Sites,

Researchers, Vendors, and much more... A terrific reference tool!

Book #11 --- PLANNING A FABULOUS FAMILY REUNION... *by Louise St Denis* A must to help you plan a family reunion that's fun filled and worth attending. Lots of ideas for you to share your genealogy findings in an interesting manner...

Book #12 --- GENEALOGY ON THE INTERNET... *by Sherri Pettit* There are over 2 million Internet Sites for Genealogy. It is possible to consult large databases of Genealogical data, contact others conducting similar research, inform other researchers of your interests, browse libraries and telephone directories world wide, access tutorials and advice from experts in the field and much more. This book covers not only the 'how-to' of using the Internet for Genealogy but defines sound research strategies

BOOK #13 --- RESEARCHING CANADIAN WILLS & ESTATES... *by Ronnie MacCarl* Valuable genealogical information can be found in Wills & Estates. These records are often overlooked. Whether the deceased was testate or intestate, this book will show you where to search for wills & estates. Examples are included to show what kind of genealogical information you should look for once your ancestors' wills & estates are found...

BOOK #14 --- HELP! THERE'S A SKELETON IN MY CLOSET... *by Doris Bourrie, CGRS* A study in Ethics for the Genealogist! Questions are often asked about what to do in various situations. Your ethics will describe your own personal code of morals. Topics

covered include Ethics for the beginner, Ethics on the Internet, Ethics for the family historians, Ethics for authors and lecturers, Ethics for the professional genealogists and Ethics and the future genealogist...

BOOK #15 --- RESEARCHING CANADIAN CENSUS RECORDS... *by Doris Bourrie, CGRS* An in-depth study on how to analyze the information you will find in census records, how to locate your family in these records, what specialized census records exist and using the Internet for research in census records. A province-by-province list of census records available throughout Canada is included.

BOOK #16 --- ORGANIZATION FOR THE PROFESSIONAL GENEALOGISTS... *By Dr. Penelope Christensen* The professional genealogist needs to have particularly well focussed aims, and well-developed techniques to deal with the logistical problems of dealing with many lines of research. This book shows you how to cope with these unique organizational challenges.

BOOK #17 --- RESEARCHING CANADIAN VITAL STATISTIC RECORDS... *By Sharon Murphy* The three most common questions when compiling a genealogy are: When were they born? When were they married? When did they die? These facts are the cornerstones to building your Family History. This in-depth book will show you, province-by-province, where you can find the records containing these vital statistics and how to use these records.

BOOK #18 --- RESEARCHING CANADIAN LAND RECORDS... *By Sharon Murphy* This book provides an overview of both early Crown land records and private property registrations in Canada. Major record groups, such as the Upper Canada Land Petitions, the Ontario Computerized Land Record Index, and the Abstract Index to Deeds will be examined with particular attention to their genealogical significance.

BOOK #19 --- LET'S GET ORGANIZED! *By Dr. Penelope Christensen* Whether your' an amateur or a professional the key to productive and satisfying research is your ability to organize it. How you record your information is essential -- is this a known fact or is it an estimation? This book will give you lots of practical advise.

BOOK #20 --- HOW DO I PROVE IT? *By Dr. Penelope Christensen* Are you picking your ancestors out of a hat? Or have you really proved each linkage? This practical manual for family historians and genealogists demystifies the requirements necessary for establishing a pedigree.

BOOK #21 --- ORGANIZING A GENEALOGICAL LIBRARY FOR PUBLIC USE... *By Dr. Penelope Christensen* Organizing a library and ensuring that it meets patrons' needs is not a challenge for the faint-hearted. The author will share her philosophy of organization for maximum research effectiveness, particularly when working with volunteer staff. This book will be of particular use to Family History Society

Librarians, as well as Directors and Staff Trainers of Family History Centres.

Titles to be added in the near future:

Researching Canadian Adoption Records
Researching Canadian Religious Records
Researching Canadian Newspaper Records
Researching Canadian Archival Centers
Researching Your Family's Health Records
Canadian Migration Patterns
Creating your Family Web Site
Analyzing Old Documents, Old Photos and Old
Handwriting,
and many more...

THE HERITAGE GROUP

A second group of books in the **Heritage Book Series**, covers the most important resources available and a variety of unique searching methods for many different ancestral backgrounds.

Book #H-1 --- **Finding your French-Canadian Ancestors**
by Louise St Denis

Book #H-2 --- **Finding your Irish Ancestors-2nd Edition**
by Penelope Christensen, Ph.D.

Book #H-3 --- **Finding your Scottish Ancestors-2nd Edition**
by Penelope Christensen, Ph.D.

Book #H-4 --- **Finding your English & Welsh Ancestors**
including Isle of Man and Channel Islands
by Penelope Christensen, Ph.D.

Book #H-5 --- **Using Register Offices for English**
Certificates *by Penelope Christensen, Ph.D.*
(A favourite money-saver!
Contains all registration Districts from

1837 showing addresses of modern equivalents. There are detailed instructions on how to use the indexes and how to obtain certificates for half-price! Also new sections with lists of Districts by numbered Area for those hard-to-decipher names...

**Book #H-6 --- Finding your Scandinavian Ancestors
by Penelope Christensen, Ph.D.**

**Book #H-7 --- Finding your Jewish Ancestors
by Henry Wellisch and Gert Solnik-Rogers**

**Book #H-8 --- Finding your German Ancestors
by Hans Rerup, Ph.D.**

**Book #H-9 --- Finding your Dutch Ancestors
by Esther Perry**

**Book #H-10 - French Forts in New France-North
America by Léa Normandeau-Jones**
A research tool most often overlooked!
Documents are still available describing the
men who protected these forts and their
families. Discover where to look for this
information and what you will find...

**Book #H-11 Finding your Ukrainian Ancestors
by Muryl Andrejciw Geary**

**Book #H-12 Finding your Italian Ancestors
by Grant Karcich**

Titles to be added in the near future:

Finding your Aboriginal Ancestors,
Finding your United Empire Loyalist Ancestors,
Finding your Black Ancestors, and many more...

THE PROVINCIAL GROUP

A third group in the **Heritage Book Series** covers the unique research methods required to conduct efficient and successful research in each Canadian province and territory. Migration and settlement patterns; specific research documents available including what is contained and where the documents can be viewed; institutions, associations, societies, Family History Centers, special or unique archives and associations with specific contact information;

Book P-AB --- Finding your Ancestors in Alberta
by Arlene Borgstede

Book P-NF --- Finding your Ancestors in
Newfoundland and Labrador
by Bill Crant

Book P-BC --- Finding your Ancestors in British
Columbia *by David M. Jackson*

to be added soon:

Book P-MB - Finding your Ancestors in Manitoba

Book P-NB - Finding your Ancestors in N.B.

Book P-NS - Finding your Ancestors in Nova Scotia

Book P-NT - Finding your Ancestors in the N.W.T.

Book P-ON - Finding your Ancestors in Ontario

Book P-PE - Finding your Ancestors in P.E.I.

Book P-QC - Finding your Ancestors in Québec

Book P-SK - Finding your Ancestors in Saskatchewan

Book P-YT - Finding your Ancestors in the Yukon

For more information or for topic suggestions contact:

Heritage Productions

Louise St Denis

30 Wellington Street East, Suite 2002

Toronto, Ontario, Canada M5E 1S3

Telephone: (416) 861-0165

Fax: (416) 861-1894

E-mail: info@genealogystore.com

<http://www.genealogystore.com>

\$12.95

Organization One Name

BOOK18

Size: Spiral

Color: N/A



**For more
information
regarding:**

- ◆ **Books**
- ◆ **Lectures**
- ◆ **Video Tapes**
- ◆ **Interview Kits**
- ◆ **Various Charts**
- ◆ **Archival Products**
- ◆ **Genealogical Diary**
- ◆ **Miscellaneous Products**

CONTACT: Heritage Productions
 c/o Louise St Denis
30 Wellington Street East, Suite 2002
Toronto, Ontario, Canada M5E 1S3
Telephone: (416) 861-0165
Fax: (416) 861-1894

E-Mail: info@genealogystore.com
www.genealogystore.com

**Your
HERITAGE
to discover, to share...**

